JOB APPLICANT REIMBURSEMENT PROCEDURES

1.0 Eligibility and Maximum Reimbursement Amount

1.1 To further its goal of attracting a qualified and diverse workforce, the District will reimburse the travel expenses of eligible candidates invited to interview for full-time faculty or management positions, up to the limits allowed.

1.2 Travel from outside a 150 mile radius of the District is eligible for reimbursement.

1.3 The maximum reimbursement per candidate for all allowable expenses shall not exceed $500.

1.4 Authorization for reimbursement must be granted by the President/Provost or designee prior to the expenses being incurred.

2.0 Allowable Transportation Expenses

2.1 Common Carrier

2.1.1 Reimbursement is authorized for round trip economy or coach fare.

2.2 Private Automobile

2.2.1 Reimbursement for travel by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations.

2.2.2 For automobile trips over 400 miles, the actual mileage or round trip economy air fare, whichever is lower, shall be the maximum amount reimbursed.

2.3 Local Transportation Expenses

2.3.1 Reimbursement may be claimed for local rental car expense, shuttle fares, taxi fare, and parking fees.

2.3.2 Reimbursement for local rental car expense is authorized for up to two days, not to exceed $40 per day.

2.3.3 The maximum reimbursement for all local transportation expenses shall not exceed $80.
3.0 Allowable Lodging Expenses

3.1 Reimbursement for local lodging expense is authorized for one night, not to exceed $100.

3.2 No reimbursement will be made for noncommercial lodging in a private dwelling.

4.0 Procedure for Reimbursement

4.1 All travel expenses shall be paid by the candidate and submitted for reimbursement through the President or designee.

4.2 Requests for reimbursement shall require the submission of original receipts and such other documentation as may be required by the District.

5.0 Exceptions

5.1 Requests for exceptions to this procedure must be approved by the President/Provost with the understanding that exceptions must satisfy the requirement that the expense was actual, necessary, and reasonable under the circumstances.